



AUSTIN
COLLEGE

Academic Skills Center

To the professional:

To assist Austin College in determining a student's eligibility for accommodations for a disability, please provide the following information about his/her disability on your professional letterhead.

- Student's name
- Date of evaluation and/or last contact
- Diagnosis and history (e.g., symptoms, age at onset, procedures used to assess or diagnose the disorder)
- Summary of procedures used to assess or diagnose the disorder, including all scores
- Alternative causes should be ruled out (e.g., psychological, medical, or non-cognitive explanations for hyperactivity, impulsivity, or attentional problems)
- Nature of impairment(s) on major life activities (must include evidence of current impairment and limitations in the academic setting)
- Level of severity of the impairment(s) (mild, moderate, or severe)
- Stability of impairment and recommended interval for re-evaluation
- Duration of treatment and frequency of contact
- Medication(s) and other treatments
- Strengths in an academic setting
- Recommended accommodations and rationale to support them
- Additional comments or relevant information
- Your name, address, phone number, and information about your licensure or certification, degree, training, area(s) of specialization, etc.

Please send the above information to:

Laura Márquez Ramsey
Director, Academic Skills Center
Austin College
900 North Grand, Ste. 61544
Sherman, TX 75090
Fax (903) 813-3188